



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
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WASHINGTON DC 20350-2000

OPNAVINST 5314.1A  
N17  
8 Aug 2017

OPNAV INSTRUCTION 5314.1A

From: Chief of Naval Operations

Subj: DECENNIAL CENSUS AND AMERICAN COMMUNITY SURVEY

Encl: (1) Procedures for Coordinating and Conducting the ACS

1. Purpose. To establish procedures and responsibilities for supporting the United States Census Bureau's Decennial Census and the monthly American Community Survey (ACS). Changes to this instruction include updating the office responsible for maintaining the instruction and adding the requirement for Navy Personnel Command to coordinate administrative records requests from Census Bureau.

2. Cancellation. OPNAVINST 5314.1.

3. Background

a. Every 10 years, the Federal Government conducts a census of the population and housing of the United States to collect statistical information which allows government agencies to make important resource decisions. The Navy is committed to supporting the Census Bureau with the enumeration of military personnel and ensuring military personnel serving the country are fully included in the decennial census of population and housing.

b. In past decennial census surveys, the majority received a short census form to collect basic data while one in six received a long census survey. The Census Bureau has designed the ACS to replace the census long form for future census surveys. The ACS is conducted monthly, among a small sample of the population, to produce a timely statistical picture of trends that affect the Nation. Individuals have a chance of being selected once every 5 years.

c. As directed in the Office of the Under Secretary of Defense (Personnel and Readiness) Memo of 22 Sep 2011 (NOTAL) and the Assistant Secretary of the Navy (Manpower and Reserve Affairs) Memo of 24 May 2005 (NOTAL), the Census Bureau began an annual random selection of approximately 1,000 military group quarters (GQ) (located within the United States or Puerto Rico) to participate in the ACS questionnaire.

4. Scope. This instruction establishes Navy policy applicable to all Navy commands on coordination for collecting information to support the Census Bureau enumeration of personnel on military installations and ships.

5. Policy. As directed by Assistant Secretary of the Navy (Manpower and Reserve Affairs) Memo of 24 May 2005, it is the Department of the Navy's policy to develop and implement procedures to ensure maximum participation in both the decennial census and the ACS.

6. Responsibilities

a. Deputy Chief of Naval Operations, Manpower, Personnel, Training and Education (CNO (N1)) will be the Navy liaison with the Census Bureau and coordinate all census operations within the Navy.

b. Commander, Fleet Forces Command, will coordinate census procedures for ships through the appropriate type commander.

c. Commander, Navy Installations Command, will coordinate census procedures for shore installations.

d. Navy Personnel Command will:

(1) Coordinate census procedures for confinement facilities.

(2) Coordinate any request for administrative records to fulfill Census Bureau requirements.

e. Bureau of Medicine and Surgery will coordinate census procedures for medical treatment facilities.

f. Superintendent, U.S. Naval Academy will coordinate census procedures for Naval Academy dormitories.

g. Commanders and commanding officers will support Navy's efforts to collect Census Bureau surveys.

7. Procedures

a. Procedures for the decennial census will be provided by CNO (N1) in separate correspondence.

b. Guidelines and procedures for the ACS are included in enclosure (1).

8. Participants

a. Maximum participation of military personnel, located within the United States or Puerto Rico, is required for the decennial census.


b. Residents of military GQs in the United States and Puerto Rico are required to participate in the ACS. Examples of military GQs are listed in subparagraphs 7b(1) through 7b(5).

- (1) Bachelor quarters,
- (2) Confinement facilities (brigs),
- (3) Medical treatment facilities (long term care),
- (4) Service academy dormitories, and

(5) Ships that have personnel living aboard as their primary residence (Note: submarines and patrol craft will not be sampled).

9. Records Management. Records created by this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

10. Review and Effective Date. Per OPNAVINST 5215.17A, CNO (N1) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40. This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

  
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**Releasability and Distribution:**

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil/>

PROCEDURES FOR COORDINATING AND CONDUCTING THE ACS

1. Coordinating the ACS

- a. CNO (N1) will provide a list, selected by the Census Bureau, of GQs that will be surveyed for the upcoming year and the scheduled month.
- b. As applicable, an echelon 2 and 3 ACS coordinator for each selected GQ will be assigned. A list of these coordinators will be provided to CNO (N1) for forwarding to the Census Bureau.
- c. The Census Bureau representative will contact the designated ACS coordinator to schedule a suitable time to conduct the survey and coordinate requirements to gain access to the command. Ships will be surveyed only if in homeport during the selected timeframe and will not be rescheduled.

2. Conducting the ACS

- a. ACS coordinators will contact the command, before the survey date, to prepare for the visit.
- b. The command will assist the Census Bureau representative as outlined in subparagraphs 2b(1) through 2b(4)
  - (1) Verify information regarding the bachelor quarters, ship, brig (address, homeport, maximum capacity, and current permanent residents).
  - (2) Provide a list of current residents who are available to take the survey (not personnel on temporary additional duty or on leave).
  - (3) Distribute survey packages to a random sample of residents selected by the Census Bureau representative. The sample size is usually 1 in 40, but may be up to 6 in 40 for large ships.
  - (4) Collect and return the sealed survey packages to the Census Bureau representative.
- c. United States Naval Academy may provide data on midshipmen from existing databases to answer each survey question as coordinated with the Census Bureau.